

EXTERNAL JOB POSTING

TITLE: Community Reentry Data Input Clerk (FT/Temporary)

DESCRIPTION: To assist the Community Re-entry staff with data entry, entering new Consumers and other required program or Agency information.

GENERAL DUTIES:

1. Complete all typing, filing, and written assignments within designated time period.
2. Enter new Consumers into system completing all information.
3. Assist with bulk mailings when requested.

SPECIFIC DUTIES:

1. Enter all required information into the Consumer database.
2. Create new Consumer files, tabbing in the proper order.
3. Filing of Consumer case notes and other documents.
4. Accurately document consumer services and required paperwork in WNYIL's SPR database, as well as the Consumer Service Record (CSR), within two (2) business days of the date of service.
5. Participate in maintaining a neat, clean and safe work environment.
6. Perform any other duties as deemed legally and ethically necessary by the Supervisor.

SUPERVISION: Works under the direct Supervision of the Director of the Independent Living Center.

STANDARDS OF PERFORMANCE: Must at all times perform in a professional, conscientious and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

QUALIFICATIONS: Must possess a High School Diploma or equivalent with one (1) year of general office experience. Professional and life experience may be considered in lieu of, in full or part of academic credentials.

Reasonable accommodations will be made for persons with disabilities.
Western New York Independent Living, Inc. is an equal opportunity
employer.

*Western New York Independent Living, Inc. is a Scent Free
organization.*

CLOSING DATE: May 23, 2017

**SUBMIT RESUME
AND COVER LETTER TO:** employment@wnyil.org
WNY Independent Living, Inc.
3108 Main Street
Buffalo, NY 14214